



Publication Cubicle Shipping Instructions
Offshore Technology Conference
6 – 9 May 2019
NRG Park * Houston, Texas USA

Shipments of your publication to the **warehouse** will be accepted beginning Monday, 1 April 2019 and should be labeled as follows:

Offshore Technology Conference
COMPANY NAME - Publication Cubicle Materials
c/o Freeman
9258 Park South View Ste: 100
Houston, TX 77051

If shipping to the warehouse, to avoid additional after deadline charges, materials must arrive to the warehouse by Wednesday 17 April 2019

Shipments sent to **show site** should be labeled as follows:

Offshore Technology Conference
COMPANY NAME - Publication Cubicle Materials
c/o Freeman
NRG Center
One NRG Park
Houston, TX 77054

Shipments to show site must not arrive prior to 8:00 a.m., Monday, 29 April 2019. Shipments arriving prior to this date will be refused.

Even if other shipping labels are required, such as custom slips, make sure that the address on all material is designated for the **PUBLICATION AREA**. If your materials are not shipped care of Freeman, we cannot guarantee the proper disbursement of the materials.

We request that each carton of your materials contain 50 pounds or less; however, to facilitate shipping, larger cartons containing smaller cartons will be accepted. Exceptions will be made for tabloids, which may be bundled.

Best Regards,

A handwritten signature in black ink that reads "Hadley McClellan". The signature is fluid and cursive.

Hadley McClellan
Senior Manager, OTC